

CLASS TITLE:**ASSOCIATE DIRECTOR
DEPARTMENT OF ELDERLY AFFAIRS****Class Code: 02503000****Pay Grade: 41A****EO: A****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To provide direct administrative assistance to the Director, Department of Elderly Affairs in planning, developing, coordinating, and implementing all aspects of a large group of major programs providing direct and/or contracted services for the state's elderly population; as required, to assume responsibility for the overall administration of the department during the temporary absence or incapacity of the director; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the director with wide latitude for the exercise of initiative and independent judgement; work is subject to review through conferences and submitted reports for quality of outcomes and conformance with policy, provisions of law, rules, and regulations.

SUPERVISION EXERCISED: Plans, supervises, coordinates and reviews the work of departmental personnel within assigned program areas.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for coordinating, organizing, implementing and controlling the functions of an assigned cluster of major organizational units and/or programs within the purview of the Department of Elderly Affairs; program areas may include, but are not restricted to, health, nutrition, housing, protective services, social services, day care, transportation, recreational activities, heating assistance, job training and placement, home care, community-based services and health insurance.

To represent the director and department in negotiations, forums and meetings; on boards, commissions and task forces; with the Governor's Office and the Legislature; the media and the general public; and with private and public agencies (state and federal) and advocacy groups.

To keep departmental officials informed of director's decisions and directions on programs and policy, and to follow-up with these officials at frequent intervals to ascertain that appropriate action has been initiated; to report on the progress and effectiveness of program initiatives.

To advise and assist the director in formulating executive and legislative programs, strategies, regulations and policies.

To advise and assist the director in the evaluation of plans, programs and services that will identify needs and resources; to incorporate this data into development and presentation of the department budget.

To administer applicable requirements within the Older Americans Act of 1965, as amended.

To adapt elderly programs to culturally diverse population groups.

To provide technical assistance and support to advocacy community-based organizations and service delivery organizations.

To provide information and public relations on all aspects of services and programs available to the elderly population; to establish and maintain a statewide information network to provide ready access to quality, updated, accurate and understandable information.

As required, to ensure that departmental physical facilities are user friendly and conform to applicable safety, health and accessibility codes and standards.

As assigned, to conduct public hearings on matters and issues under the jurisdiction of the department.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of administrative planning, direction and evaluation as they pertain to large and varied statewide services for older Rhode Islanders; a thorough knowledge of state and federal law pertaining to social, economic, rehabilitative and health services for older persons; a thorough knowledge of the services, programs and agencies within the aging network, and the ability to utilize and synchronize their various activities in order to maximize quality of life for the elderly population; the ability to develop, implement and monitor operational budgets; the ability to administer elderly programs; the ability to evaluate such programs; the ability to motivate staff to cooperative attainment of the department goals; the ability to administer an effective information and public relations program; the ability to maintain an effective working relationship with subordinates, associates and superiors, and with other public and private agencies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work, Sociology, Public Administration, Business Administration, or a closely related field; and

Experience: Such as may have been gained through: extensive employment in an administrative position in a public or private social service agency; or, extensive employment as a program manager involved in the delivery of services to the elderly population.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 28, 1999

Editorial Review: 3/15/03